**WEEKLY TASK PLANNER TEMPLATE for Microsoft Word**

PLANNER WEEK 1 - START DATE: MM/DD/YY

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| --- | --- | --- | --- | --- |
| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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PLANNER WEEK 2 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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PLANNER WEEK 3 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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PLANNER WEEK 4 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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PLANNER WEEK 5 - START DATE: MM/DD/YY

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| Monday, MM/DD/YY |  | Thursday, MM/DD/YY |  | TASKS |
| Activity 1 |  | Activity 1 |  | *Task 1* |
| Activity 2 |  | Activity 2 |  | *Task 2* |
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| Tuesday, MM/DD/YY |  | Friday, MM/DD/YY |  | NOTES |
| Activity 1 |  | Activity 1 |  | *Note 1* |
| Activity 2 |  | Activity 2 |  | *Note 2* |
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| Wednesday, MM/DD/YY |  | Saturday, MM/DD/YY |  | Sunday, MM/DD/YY |
| Activity 1 |  | Activity 1 |  | Activity 1 |
| Activity 2 |  | Activity 2 |  | Activity 2 |
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